



**TOWN OF GRAFTON**  
GRAFTON MEMORIAL MUNICIPAL CENTER  
30 PROVIDENCE ROAD

GRAFTON, MASSACHUSETTS 01519  
(508) 839-5335 ext 1100 • FAX (508) 839-4602

[www.grafton-ma.gov](http://www.grafton-ma.gov)

**BOARD OF SELECTMEN  
MEETING AGENDA**

February 7, 2017  
Municipal Center, Conference Room A  
7:00 p.m.

**CALL TO ORDER**

**ANNOUNCEMENTS**

**PUBLIC COMMENTS**

**1. SCHEDULE**

- a) [Superintendent of Public Schools – Jay Cummings – MSBA Grant](#)

**2. APPOINTMENTS**

Board of Selectmen

- a) [Karl Chapin – Zoning Board of Appeals Full Board Member](#)

Town Administrator

**3. RESIGNATIONS**

**4. NEW BUSINESS**

- a) [Vote to sign – Contract for MRC Coordinator – Lindsey Fox](#)
- b) [Vote to allow Chair to sign – Amendment of Regulatory Agreement for Craftsman Village](#)
- c) [Vote to sign – 2 Chapter 90 Applications for purchase of vehicles](#)
- d) [Vote to Exercise Right of First Refusal – 49 Flint Pond Road](#)
- e) [Vote to approve – Title change for Administrative Assistant to the Board of Selectmen to Assistant to the Town Administrator](#)

**5. SELECTMEN REPORTS / TA REPORTS**

## **6. CORRESPONDENCE**

## **7. DISCUSSION**

- a) Recreational Marijuana
- b) Economic Development/Route 140

## **8. MEETING MINUTES**

### **EXECUTIVE SESSION**

MGL Chapter 30A, Sec. 21(3)  
Litigation Update  
Litigation Strategy  
Union Negotiations  
Land Negotiation  
Non Union Negotiations  
Strategy for Negotiations  
Minutes

### **ADJOURN**



# Grafton Public Schools

30 Providence Road  
Grafton, Massachusetts 01519-1178  
Phone: 508-839-5421 - Fax: 508-839-7618

To: Board of Selectmen  
From: Jay Cummings  
Re: Massachusetts School Building Authority Repair Program

January 30, 2017

To The Board of Selectmen,

The MSBA has put out a request for statements of interest related to school building repair projects. The MSBA's Accelerated Repair Program includes roof, window, and boiler projects. The replacement of the windows at North Street Elementary School is a project that would be considered under this new program. In order for the project to be considered by the MSBA, we need votes from the School Committee and Board of Selectmen approving the school district's submission of a statement of interest. These votes are non-binding; they allow the project to be considered for funding but do not commit us to any actions or expenditures.

The level of MSBA funding for approved projects has yet to be established. If the project is approved, the School Committee, Board of Selectmen, and Capital Improvement Planning Committee will discuss the merits of proceeding in the MSBA process. The wording required by the MSBA is as follows:

Resolved: Having convened in an open meeting on 2/7/17, prior to the closing date, the Board of Selectmen of the Town of Grafton in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated 2/10/17 for the North Street Elementary School located at 60 North St, Grafton, MA 01519 which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future: MSBA Priority #5: Replacement of school facility systems, such as windows, to increase energy conservation and decrease energy related costs in a school facility. All of the single-pane original windows from 1969 are to be replaced with high efficiency double-pane windows; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Town to filing an application for funding with the Massachusetts School Building Authority.

Please do not hesitate to let me know if you have any questions.

Sincerely,

*The mission of the Grafton Public Schools is to prepare all students to be life-long learners and responsible citizens.*

January 30, 2017

Town of Grafton  
Board of Selectmen  
Grafton Memorial Municipal Center  
30 Providence Road  
Grafton, MA., 01519



Dear Board of Selectmen:

My name is Karl D. Chapin, and I am an alternate on the Zoning Board of Appeals. With the resignation of Mr. Robert Nault from the Zoning Board, I am requesting your consideration to be appointed as a full board member.

Thank you for this opportunity and for your time.

Sincerely,

A handwritten signature in cursive script that reads "Karl D. Chapin".

Karl D. Chapin

## Cindy Ide

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**From:** Bill Mccusker  
**Sent:** Thursday, February 02, 2017 4:23 PM  
**To:** 'Cindy Ide'  
**Subject:** RE: Full Time Member Appointment

Cindy - yes, he is one of our laternates. Our other alternate does not want to be a full member at this time, so, Karl is OK.

That does mean filling our vacant full member position will create an opening for an alternate.

Thanks,

Bill

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**From:** Cindy Ide [<mailto:idec@graffton-ma.gov>]  
**Sent:** Thursday, February 2, 2017 2:44 PM  
**To:** William McCusker <[billmccusker@charter.net](mailto:billmccusker@charter.net)>  
**Subject:** Full Time Member Appointment

Hi Bill,

We received a letter of interest from Karl Chapin. He would like to be appointed as a full time member.

I just want to double check with you. Are you ok with this appointment. It will most likely be on the 7<sup>th</sup>.

Cindy

Cindy Ide, Secretary  
Office of the Town Administrator  
30 Providence Road  
Grafton, MA 01519  
p. 508-839-5335 x 1180  
f. 508-839-4602  
[idec@graffton-ma.gov](mailto:idec@graffton-ma.gov)  
[www.graffton-ma.gov](http://www.graffton-ma.gov)  
 @TownofGraftonMA

# TOWN OF GRAFTON

STATE CONTRACT # (if applicable) \_\_\_\_\_

**DATE: FEBRUARY 7, 2017**

This Contract is entered into on, or as of, this date by and between the Town of Grafton, 30 Providence Road, Grafton, MA 01519 (the "Town"), and

**LINDSEY FOX**  
["Contractor"]

[Contact Name for Responsible Person]

Lindsey Fox  
21 Oak Street  
Grafton, MA 01519  
[Address of the Contractor]

774-287-8610  
[Telephone Number]

N/A  
[FAX Number]

Lindseyfox2006@aol.com  
[Email address]

1. This is a Contract for the procurement of the following:  
Medical Reserve Corp Coordinator

2. The Contract price to be paid to the Contractor by the Town (Grant Allotment) is:  
\$25.00 / hour

3. Payment will be made as follows:

3.1 Fees and Reimbursable Costs combined shall not exceed FY-16 Grant Allotment as more fully set forth in the Contractor Documents.

3.2 There shall be no further costs, fees or reimbursable charges due the Contractor under this Contract unless said fees and/or costs are so set forth in writing. The Town will only reimburse Contractor if Grant monies are received late from the State.

3.3 Final payment including any unpaid balance of the Contractor's compensation shall be due and payable, despite grant status.

4. Definitions:

4.1 Contract Documents: All documents relative to the Contract including (where used) Job Description, Cover Letter & Resume all attachments thereto. The Contract documents are complementary, and what is called for by any one shall be as binding as if called for by all.

4.2 Date of Substantial Performance: The date when the work is sufficiently complete and the services are performed, in accordance with Contract documents, as modified by approved Amendments and Change Orders.

4.3 Services: shall mean furnishing of labor, time, or effort by the Contractor. This term shall not include employment agreements, or collective bargaining agreements.

4.4 Work: The services or materials contracted for, or both.

4.5 Town: Board of Health

5. Term of Contract and Time for Performance:

This Contract shall be fully performed by the Contractor in accordance with the provisions of the Contract Documents on or before July 1, 2017, unless extended, in writing, at the sole discretion of the Town, and not subject to assent by the Contractor. Time is of the essence for the completion of the Contract.

6. Subject to Appropriation:

Notwithstanding anything in the Contract Documents to the contrary, any and all payments which the Town is required to make under this Contract shall be subject to appropriation or other availability of funds as certified by the Town Accountant (FY16 Grant Allotment). In the absence of appropriation or availability as certified herein, this Contract shall be immediately terminated without liability for damages, penalties or other charges to the Town.

7. Permits and Approvals: - Not Applicable

8. Termination and Default:

8.1 Without Cause. The Board of Health acting on behalf of the Town may terminate this Contract on seven (7) calendar days notice when in the Town's sole discretion it determines it is in the best interests of the Town to do so, by providing notice to the Contractor, which shall be in writing and shall be deemed delivered and received when given in person to the Contractor, or when received by fax, express mail, certified mail return receipt requested, regular mail postage prepaid or delivered by any other appropriate method evidencing actual receipt by the Contractor. Upon termination without cause, Contractor will be paid for services rendered to the date of termination.

8.2 For Cause. If the Contractor is determined by the Board of Health on behalf of the Town be in default of any term or condition of this Contract, the Town may terminate this Contract on seven (7) days notice by providing notice to the Contractor, which shall be in writing and shall be deemed delivered and received when given in person to the Contractor, or when received by fax, express mail, certified mail return receipt requested, regular mail postage prepaid or delivered by any other appropriate method evidencing actual receipt by the Contractor.

8.3 Default. The following shall constitute events of a default under the Contract: 1) any material misrepresentation made by the Contractor to the Town; 2) any failure to perform any of its obligations under this Contract including, but not limited to the following: (i) failure to commence performance of this Contract at the time specified in this Contract due to a reason or circumstance within the Contractor's reasonable control, (ii) failure to perform this Contract with sufficient personnel and equipment or with sufficient material to ensure the completion of this Contract within the specified time due to a reason or circumstance within the Contractor's reasonable control, (iii) failure to perform this Contract in a manner reasonably satisfactory to the Town, (iv) failure to promptly re-perform within a reasonable time the services that were rejected by the Town as unsatisfactory, or erroneous, (v) discontinuance of the services for reasons not beyond the Contractor's reasonable control, (vi) failure to comply with a material term of this Contract, including, but not limited to, the provision of insurance and non-discrimination, (vii) any other acts specifically and expressly stated in this Contract as constituting a basis for termination of this Contract, and (viii) failure to comply with any and all requirements of state law and/or regulations, and Town bylaw and/or regulations.

9. The Contractor's Breach and the Town's Remedies: - Not Applicable (Grant Funded Position)

Failure of the Contractor to comply with any of the terms or conditions of this Contract shall be deemed a material breach of this Contract, and the Town of Grafton shall have all the rights and remedies provided in the Contract documents, the right to cancel, terminate, or suspend the Contract in whole or in part, the right to maintain any and all actions at law or in equity or other proceedings with respect to a breach of this Contract, including "Damages" including but not limited to costs, attorney's fees or other damages resulting from said breach ("Damages") as well as specific performance, and the right to select among the remedies available to it by all of the above.

10. Statutory Compliance:

10.1 This Contract will be construed and governed by the provisions of applicable federal, state and local laws and regulations; and wherever any provision of the Contract or Contract Documents shall conflict with any provision or requirement of federal, state or local law or regulation, then the provisions of law and regulation shall control. Where applicable to the Contract, the provisions of the General Laws are incorporated by reference into this Contract.

10.2 The Contractor shall comply with all Federal, State and local laws, rules, regulations, policies and orders applicable to the Work provided pursuant to this Contract.

11. Conflict of Interest:

Both the Town and the Contractor acknowledge the provisions of the State Conflict of Interest Law (General Laws Chapter 268A), and this Contract expressly prohibits any activity which shall constitute a violation of that law. The Contractor shall be deemed to have investigated the application of M.G.L. c. 268A to the performance of this Contract.

12. Certification of Tax Compliance

This Contract must include a certification of tax compliance by the Contractor, as required by General Laws Chapter 62C, Section 49A (Requirement of Tax Compliance by All Contractors Providing Goods, Services, or Real Estate Space to the Commonwealth or Subdivision).

13. Non-Discrimination/Affirmative Action

The Contractor shall carry out the obligations of this Agreement in compliance with all requirements imposed by or pursuant to federal, State and local ordinances, statutes, rules and regulations and policies prohibiting discrimination in employment. Contractor shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, religion, physical or mental handicap or sexual orientation.

14. Assignment: Not Applicable (Grant Funded Position)

The Contractor shall not assign, sublet or otherwise transfer this Agreement, in whole or in part, without the prior written consent of the Town, and shall not assign any of the moneys payable under this Contract, except by and with the written consent of the Town.

15. Condition of Enforceability Against the Town:

This Contract is only binding upon, and enforceable against, the Town if: (1) the Contract is signed by the Board of Selectmen or its designee; and (2) endorsed with approval by the Town Accountant as to appropriation or availability of funds.

16. Corporate Contractor:

If the Contractor is a corporation and is being executed by a party other than its president, it shall endorse upon this Contract (or attach hereto) its Clerk's Certificate certifying the corporate capacity and authority of the party signing this Contract for the corporation. Such certificate shall be accompanied by a letter or other instrument stating that such authority continues in full force and effect as of the date the Contract is executed by the Contractor. This Contract shall not be enforceable against the Town of Grafton unless and until the Contractor complies with this section.



17. Minimum Wage/Prevailing Wage:

The Contractor will carry out the obligations of this Contract in full compliance with all of the requirements imposed by or pursuant to G. L. c. 151, §1, *et seq.* (Minimum Wage Law) and the wage rates as set forth in G.L. c. 149 §26 to 27D (prevailing Wage).

18. Liability of Public Officials:

To the full extent permitted by law, no official, employee, agent or representative of the Town of Grafton shall be individually or personally liable on any obligation of the Town under this Contract.

19. Indemnification - Not Applicable Grant Funded Position

The Contractor shall indemnify, defend and save harmless the Town, the Town's officers, agents and employees, from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs, expenses, recoveries and judgments of every nature and description (including attorneys' fees) that may arise in whole or in part out of or in connection with the work being performed or to be performed, or out of any act or omission by the Contractor, its employees, agents, subcontractors, material men, and anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. The Contractor further agrees to reimburse the Town for damage to its property caused by the Contractor, its employees, agents, subcontractors or material men, and anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, including damages caused by his, its or their use of faulty, defective, or unsuitable material or equipment, unless the damage is caused by the Town's gross negligence or willful misconduct.

The foregoing provisions shall not be deemed to be released, waived, limit or modified in any respect by reason of any surety or insurance provided by the Contractor under the Contract.

20. Insurance – Not Applicable Grant Funded Position

21. No Employment

The Contractor acknowledges and agrees that it is acting as an independent Contractor for all services rendered pursuant to this Contract, and neither the Contractor, nor its employees, agents, servants nor any person for whose conduct the Contractor is responsible shall be considered an employee or agent of the Town for any purpose and shall not file any claim or bring any action for any worker's compensation unemployment benefits and compensation for which they may otherwise be eligible as a Town employee as a result of work performed pursuant to the terms of this Contract.

22. Payment

The Town agrees to make all reasonable efforts to pay to the Contractor the sum set forth in the Contractor's bid or proposal within thirty (30) days of receipt of an invoice detailing the work completed and acceptance from the Town of the work completed.

23. Waiver and Amendment

Amendments, or waivers of any additional term, condition, covenant, duty or obligation contained in this Contract may be made only by written amendment executed by all signatories to the original Agreement, prior to the effective date of the amendment.

24. Severability

If any term or condition of this Contract or any application thereof shall to any extent be held invalid, illegal or unenforceable by the court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Contract shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.

25. Forum and Choice of Law

This Contract and any performance herein shall be governed by and be construed in accordance with the laws of the Commonwealth. Any and all proceedings or actions relating to subject matter herein shall be brought and maintained in the courts of the Commonwealth or the federal district court sitting in the Commonwealth, which shall have exclusive jurisdiction thereof. This paragraph shall not be construed to limit any other legal rights of the parties.

26. Notices

Any notice permitted or required under the provisions of this Contract to be given or served by either of the parties hereto upon the other party hereto shall be in writing and signed in the name or on the behalf of the party giving or serving the same. Notice shall be deemed to have been received at the time of actual service or three (3) business days after the date of a certified or registered mailing properly addressed. Notice to the Contractor shall be deemed sufficient if sent to the address set forth on page 1 or furnished from time to time in writing hereafter.

27. Binding on Successors:

This Contract is binding upon the parties hereto, their successors, assigns and legal representatives (and where not corporate, the heirs and estate of the Contractor). Neither the Town nor the Contractor shall assign or transfer any interest in the Contract without the written consent of the other.

28. Entire Agreement:

This Contract, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This Contract supersedes all prior agreements, negotiations and representations, either written or oral, and it shall not be modified or amended except by a written document executed by the parties hereto.

29. Change Orders – Not Applicable – Grant Funded Position

Change orders may not increase the contract price by more than twenty-five (25%) per cent, in compliance with General Laws Chapter 30B, §13.

IN WITNESS WHEREOF the parties have hereto and to two other identical instruments set forth their hands and executed this as an instrument under seal this the day and year first above written.

The Town of Grafton by:

The Contractor by:

\_\_\_\_\_  
Chairman, Board of Selectmen

\_\_\_\_\_  
Signature      2/2/17      Date

\_\_\_\_\_  
Lindsey Fox, MRC Coordinator  
Print Name & Title

\_\_\_\_\_  
Certified as to Form:

\_\_\_\_\_  
Town Counsel      Date

Certified as to  
Appropriation/Availability of Funds:

\_\_\_\_\_  
Town Accountant      Date

## CERTIFICATION OF GOOD FAITH

The undersigned certifies under pains and penalties of perjury that this contract has been obtained in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

The Contractor by:

Lindsey Fox  
Print Name

MRC Coordinator  
Title/Authority

## CERTIFICATE OF STATE TAX COMPLIANCE

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A

\_\_\_\_\_, authorized signatory for  
name of signatory

Lindsey Fox, whose  
name of contractor

principal place of business is at

\_\_\_\_\_,  
does hereby certify under the pains and penalties of  
perjury that Lindsey Fox has  
name of contractor

paid all Massachusetts taxes and has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_

## MRC Coordinator Position

This position is a part-time grant funded position for up to 13.5 hours per week (52 week year) at \$25.00/hr. for the Greater Grafton Medical Reserve Corps. The GGMRC is a volunteer group made up of medical and non-medical personnel, on call to assist in the case of an emergency. Hours are flexible and dependent on the individual's required weekly activity schedule. Travel to quarterly State-wide meetings in Stow, MA and additional meetings to be held around the region are required. Must be cleared in a CORI/SORI check to be eligible for employment.

### Job Description:

Under the general supervision of the Board of Health and Town Administrator, and in compliance with the Sponsoring Organization (Worcester), the individual uses initiative in carrying out reoccurring assignments independently. This is a contracted position with minimal supervision. Calm demeanor and quick thinking in an emergency situation is a must.

### Essential Functions:

1. Recruit, manage and train Medical Reserve Corps volunteers
2. Prepare budget plans along with the details of budget allocation for executing each activity and making purchases
3. Maintain confidential background checks and individual volunteer records
4. Schedule, coordinate and conduct events, orientations, drills, and trainings
5. Foster collaborations with other MRCs, organizations, municipalities and stakeholders
6. Locally manage and track volunteers through the statewide volunteer database, MA Responds
7. Create marketing and promotional materials for brand awareness and public education
8. Establish and update regional deployment plans and protocols
9. Create reports for local, state, and federal officials
10. Draft an effective grant application that includes plans, goals, objectives, and utilization of funds
11. Effectively communicate with volunteers regularly
12. Update social media outlets and website content
13. Assist with public health emergencies as requested

### Confidentiality:

In accordance with State Public Records law, individual has regular access to confidential information including social security numbers and CORI and SORI check results.

### Occupational Risk:

Must be able to lift event pop up tent and various festival supplies not to exceed 50 lbs.

### Skills:

Good customer service skills, proficiency in written and oral communications and ability to work in collaborative relationships are necessary for a successful candidate. Additionally, strong computer skills and a valid driver's license are required. Preference given to individuals with comprehensive knowledge and experience working within the community and emergency preparedness professionals.

Please send cover letter and resume to [healthdept@grafton-ma.gov](mailto:healthdept@grafton-ma.gov) on or before December 1, 2016.

December 01, 2016

To whom it may concern,

My name is Lindsey Fox and I am applying for the grant funded Emergency Management position for the Town of Grafton. My work experience comprises of elite business relations, emergency management, and human resources. A vital transferable skill I can offer is my ability to multitask while maintaining utmost professionalism. I strive for excellence and take pride in my deliverables. I like to oversee projects from beginning to end to ensure quality of work is met during each stage of the project.

My last full-time job ended January 2015 due to a company layoff; however, I am currently pursuing my Masters degree at Assumption College. I obtained my Bachelors degree from the University of North Carolina at Greensboro where I discovered my interest in emergency management. My majors are in Psychology and Communication Studies and my minor is in Public Health.

In 2007, I was a Community Advisor for Housing and Residence Life where I earned the Programmer of the Year Award by consistently raising awareness about public health issues to large groups of students. In 2007 and 2008, I acted as a receptionist for the UNCG Wellness Center where I screened phone calls, booked appointments for smoking cessation, massage, and acupuncture services. During peak hurricane season, I assisted the Wellness Center and Residence Life with emergency management planning and implementation.

In 2009, I moved to Boston to work for the world's largest privately owned travel company. My position required acute attention to detail and the ability to think outside the box during high-stress situations. As a Tour Consultant, I was responsible for the full-cycle of student group trips to travel overseas with their teachers; recruitment, customizing tours, assisting with pre-departure planning, and being on-call for emergency situations. Memorable examples include rerouting travelers when volcanic ash from Iceland stranded tourists in Europe, terrorist attacks in Egypt, and flooding in Peru. Whether it was a natural disaster or a sociocultural concern, my emergency line rang with the expectation of providing answers. Based on the availability of worldwide offices, I was able to easily maneuver situations by utilizing resources across the globe.

I thrive in undesirable circumstances and find good in every situation. I am hard working, culturally aware, tactful, polite, and excel under pressure. I hope to be considered for the part-time Emergency Management Coordinator position. Thank you for your time and consideration.

Sincerely,

Lindsey Fox  
21 Oak Street  
Grafton, MA 01519  
[LindseyFox2006@aol.com](mailto:LindseyFox2006@aol.com)

## **LINDSEY FOX**

774.287.8610 – lindseyfox2006@aol.com - 21 Oak Street, Grafton MA

### **Education:**

Assumption College – *Masters* in Clinical Counseling Psychology – (Present)

University of North Carolina at Greensboro – Magna Cum Laude, 3.8 – Class of 2009

*Bachelor of Arts* Interpersonal Communication Studies and *Minors* in Psychology and Public Health

### **Certifications:**

2015 - Project Management Course Certification

2014 - Safe Serve Certification, Crowd Control Certification

2013 – AED and CPR Certification

### **Personal Specialties:**

My experience includes working on time-sensitive operations with the federal government, law enforcement, general public, high profile politicians and celebrities.

Public Relations	VIP Services & Loyalty Management
Motivated/High Energy	Strong Interpersonal & Networking skills
Strong Analytical Skills	Excellent Oral & Written Communication Skills
Strategic Planning	Ability to Multi-task Projects
Culturally Aware	Business Development, Sales

### **Work History:**

#### **The Beechwood Hotel - Director of Room Operations Worcester, MA; 2013-14 (Laid Off)**

- Managed staff of 30 to ensure Front & Back of House AAA operational standards were met
- Serve as primary public relations contact and merchandiser for hotel guestrooms and gift shop (i.e. write press releases, on-site photo shoots, interactive online tours, hotel spokesperson, etc.)
- Implement quality standards, cross-departmental trainings, performance evaluations, new hire orientation and terminations; acted as Human Resources for three operational departments
- Maintain Housekeeping inventory; track sales/profitability/expenses; order monthly supplies
- Maintain vendor relations and negotiate effective pricing to keep costs under budget
- Prepare weekly and monthly forecasts to assist Revenue Analyst with rate strategy
- Prepare departmental schedules and organize time off requests according to MA labor laws / HR
- Create and implement motivational up-sell programs to incentivize employees to exceed goals
- Monitor travel sites and manage hotel description details for E-Commerce channels
- Manage rate code market segmentation and internal software programming for each rate code to ensure accurate reporting for financial analysis
- Reconfigure software features to accommodate hotel-specific needs within the hotel operation
- Maintain Interactive Concierge Exchange (ICE) for guestroom iPads and mobile application

#### **The Boston Park Plaza Hotel & Towers – Guest Relations Manager Boston, MA; 2012-13 (Moved)**

- Designed service culture and employee recognition program throughout \$125 million renovation.
- Re/Train new hires and tenured employees in hotel standards, call-coaching and how to effectively communicate with guests
- Create and implement Standard Operating Procedures to design cross-departmental uniformity for guest needs (i.e. FAQs, contingency plans for operational hotel emergencies)
- Supervise overall guest experience: Guest Service Agents, Bell Staff, Doormen, Concierge
- Prioritize and inspect appropriate rooms for on-site visits and VIP guests
- Enhance and maintain VIP amenity program by personalizing the guest experience
- Revamp service recovery program to directly identify guest needs for problem-resolution

- Monitor guest satisfaction surveys using Medallia to aid in cross-departmental training topics
- Serve as primary contact for Operations with on-site Project Manager to ensure guests are considered during the renovation process
- Manage arrival and departures of all tours to ensure VIP Tour Directors are proactively equipped with preregistered room keys, vouchers and guest messages

**The Boston Harbor Hotel – Senior Guest Services Agent Boston, MA; 2011-12 (Advancement)**

Responsible for providing Forbes Five Star service to guests and increasing room revenue

- Train new hires in Front Office and Reservations Department on daily work procedures, call-coaching and how to effectively communicate with guests
- Reserve and prioritize appropriate rooms for on-site visits and VIP guests
- Cross-check third party reservations to ensure accurate billing and special requests are met
- Respond to inquiries regarding hotel services, registration and provide information about services available in the community
- Maintain an inventory of vacancies, reservations and room assignments; Register arriving guests
- Prospect and follow-up with new leads for Sales & Catering Department
- Generated more than \$7,000 in room revenue within 8 months by up-selling room types
- Nominated as Employee of the Month 11/'11 and Star of the Week in 8/'11 & 1/'12.

**EF: Educational Tours, Senior Tour Consultant (Account Manager) Boston, MA; 2009-11**

Responsible for generating new business, retention of current clients, up-selling, and creating strategic plans for the overall growth and development of prominent school districts based in NY

- Emergency Management of international student group tours (i.e. volcanic ash in Iceland, London bombings, Thai protests, etc.)
- Consulted clients on recruitment techniques, business development and tour planning process
- Used regional sales techniques to evaluate growing trends and create successful action plans to exceed competitive sales goals
- Contributed to the success of increasing regional sales by 3.7% compared to best year yet (2008) by personally exceeding a very aggressive end of season goal by 193 clients; Goal:1252 v. Sold:1445
- One of the top three performers out of 60 East Coast employees for exceeding goals by 12%
- Established close relationships with clients and their associated networks to protect existing business and grow the market
- Applied critical thinking skills while working with different sects of the company to create effective solutions to overcome customer obstacles or objections
- Conducted sales trainings and mentored new hires on client relations, competitive sales and call coaching

**EF: College Break, Regional Campus Manager Raleigh, NC; 2006-09 (Advancement)**

Responsible for group sales of international travel opportunities on college campuses based in North Carolina for EF's newest division EF College Break

- Generated new leads via WOM, SEO, social media and creating global travel organizations on various college campuses
- Attended over five interstate/international conventions to enhance communication and marketing skills (i.e. Holland, France, Spain, Costa Rica, etc.)
- Traveled to more than 20 countries to increase product knowledge, evaluate product modifications and facilitate promotional events to increase repeat business
- Sold \$90,000+ of trips to college students across the nation
- Served as an intern in 2008 and designed first Code of Ethics for the Campus Manager program
- Top performer in outside sales, leading to a cross-departmental promotion as a Tour Consultant for EF Educational Tours



## Relevant Experience

### Tom & Susan Ross Civic Engagement Scholar, 2009

- Designed Public Relations Plan to build relationships with other Wake Co. homeless shelters; Organized 12-Step fashion show using women in recovery to walk 12 steps while modeling donated goods. Fashion show raised awareness and enhanced partnerships within the community.

### Kathryn McAllister England Speech Scholar, 2009

- Awarded based on performance as Research Assistant for Holocaust project funded by Steven Spielberg and Shoah Foundation under the direction of Dr. Roy Schwartzman.

### Regional Mental Health Conference Scholar, 2009

- Conference addressed mental health challenges of college students, substance abuse and mental health disorders, homelessness, cultural competency, and successful advocacy.

### Community Advisor for UNCG Housing & Residence Life, 2007-09

- Programmer of the Year, 2008
  - o Designed and implemented informational programs for Housing & Residence Life; served as a mentor and mediator to UNCG residents, specifically involving crisis management and conflict-resolution.
- Safe Zone Certified for GLBTQ Community
- Safe Talk Certified for Suicide Prevention

### Community Harvest Project Volunteer, 2014-15

- Volunteered to lead corporate team-building groups on a non-profit farm to grow fresh vegetables and to provide to those experiencing hunger. Food is distributed to the Worcester County Food Bank.

### Project Management Professional Training, 2015

- Specialized training as it pertains to the initiation, planning, execution, monitoring, and closing phases of a project.

### TIPS On Premise Certification, 2011-16

- **TIPS** (Training for Intervention ProcedureS) is the premier responsible alcohol training program designed to prevent underage drinking, intoxication, and drunk driving.

### Crowd Control EOPSS and CPR/AED Certification, 2014-17

- Executive Office of Public Safety and Security certification to ensure fire and building safety codes are met daily in the event of an emergency in a crowded public facility.

### Grafton Cultural Council Treasurer and Volunteer, 2015-present

- Assist in grant distribution that funds the arts, humanities and interpretive sciences.

### Al-Anon Site Committee Chair for 2018 Convention, 2015-present

- Responsible for hotel contract negotiations, managing hotel bids, proposals, and voting process within Al-anon.


Lindsey Fox – 21 Oak Street in Grafton, MA – 774-287-8610 – LindseyFox2006@aol.com



**PLANNING DEPARTMENT**

**TOWN OF GRAFTON**  
GRAFTON MEMORIAL MUNICIPAL CENTER  
30 PROVIDENCE ROAD  
GRAFTON, MASSACHUSETTS 01519  
(508) 839-5335 ext. 1120 • FAX (508) 839-4602  
planningdept@grafton-ma.gov  
www.grafton-ma.gov

**MEMORANDUM**

TO: Timothy McInerney, Town Administrator  
FROM: Joseph Laydon, Town Planner   
DATE: February 2, 2017  
SUBJECT: Review of Amendment to Regulatory Agreement for Craftsman Village

---

The Board of Selectmen's Office received a request to amend the executed Regulatory Agreement for Craftsman Village signed by the Town on July 12, 2016 and recorded at the Worcester District Registry of Deeds in Book 56240 Page 28. The document entitled "Amendment to Regulatory Agreement and Declaration of Restrictive Covenants for Ownership Project" (the Amendment) was forwarded to the Planning Department for review and comment.

The Amendment appears to provide more detail on the ownership and development structure of the 40B project. The document essentially recognizes "Weston Development Group" as an affiliated entity of Craftsman (the owner) for the purpose of conveying units within the development to prospective home owners.

I should note that there appears to be a numbering issue where the addresses for the two entities should be separated as a separate bullet number 6. Bullet number 5 amends Paragraph 9 (a) while the addresses are contained in Paragraph 13.

I am of the opinion that the Amendment is in keeping with the original Regulatory Agreement and merely establishes the role of Weston Development Group in the construction of the development and holds that entity to the requirements of DHCD and the 40B. However, with the establishment of this second entity in the handling of the sale of residential units, I recommend Town Counsel also review the Amendment for compliance with the requirements associated with the sale of units and project financial procedures.

Thank you.

LOCAL INITIATIVE PROGRAM  
AMENDMENT TO REGULATORY AGREEMENT  
AND  
DECLARATION OF RESTRICTIVE COVENANTS  
FOR  
OWNERSHIP PROJECT ("Amendment")

Reference is made to a certain Regulatory Agreement and Declaration of Restrictive Covenants for Ownership Project ("Regulatory Agreement") dated July 12, 2016 and recorded in the Worcester District Registry of Deeds in Book 56240 Page 248.

Whereas, said Regulatory Agreement defines the "Project Sponsor" as Craftsman Village Grafton, LLC;

Now therefore in consideration of the mutual covenants and agreements herein contained, the Regulatory Agreement is amended as follows and such amendments shall be effective as of the date of the Regulatory Agreement:

1. The Project Sponsor as defined in the first paragraph of the Regulatory Agreement is amended as follows:

Craftsman Village Grafton, LLC, a Massachusetts limited liability company, having an address at P.O. Box 250, Shrewsbury, MA 01545, and Weston Development Group, Inc., a Massachusetts corporation, having an address at P.O. Box 250 Shrewsbury, MA 01545, jointly and severally, and their successors and assigns (together, "Project Sponsor").

2. Paragraph 1 of the Regulatory Agreement is amended to include the following at the end of the last paragraph:

Craftsman Village-Grafton, LLC ("Craftsman"), as record owner of the real estate may convey individual Units in the Project to Weston Development Group, Inc. ("Weston"), an affiliated entity of Craftsman, as the builder/developer of the Project and as the seller to the home buyers, immediately prior to and at the same closing of each such Unit from Weston to a home buyer. A copy of the purchase and sale agreement between Weston and each home buyer shall be provided to the Municipality and DHCD prior to each closing. If Weston ceases to be an affiliated entity with Craftsman, or if any change in ownership or management of Craftsman or Weston should occur after the date of this Agreement, the rights and responsibilities of the parties contained in Paragraph 10 shall control. Weston agrees to convey each Low and Moderate Income Unit conveyed to Weston by Craftsman to an Eligible Purchaser for no more than the price set forth in Exhibit B of this Agreement together with the Deed Rider in form of Exhibit C to this Agreement, and

agrees to be bounded by all other terms, covenants, and agreements as the Project Sponsor regarding marketing and sale or resale of the Low or Moderate Income Units contained in this Agreement. Craftsman shall convey all remaining Low and Moderate Income Units not conveyed to Weston in accordance with this Agreement.

3. Paragraph 4 of the Regulatory Agreement is amended to include a subsection (e) as follows:

(e) For purposes of determining the Total Chapter 40B Project Costs, as defined in the MassHousing Guidance, any payments made by Craftsman to Weston shall conform to the Standards for related party transactions set forth in the MassHousing Guidance. The foregoing shall not affect the obligations of Craftsman to comply with all the terms and conditions of the MassHousing Guidance.

4. The "Certified Cost and Income Statement" as defined by Paragraph 4 of the Agreement shall include total development costs and gross income material to the Project incurred and received by both Craftsman Village, LLC and Weston Development.

5. Paragraph 9 (a) of the Regulatory Agreement is amended as follows:

The Project Sponsor (i) is, (1) in the case of Craftsman Village Grafton, LLC, a Limited Liability Company duly organized under the laws of the Commonwealth of Massachusetts, and (2) in the case of Weston Development Group, Inc., a Corporation duly organized under the laws of the Commonwealth of Massachusetts.

The address to which notices to the Project Sponsor shall be sent as provided in Paragraph 13 of the Regulatory Agreement is amended as follows:

Project Sponsor:

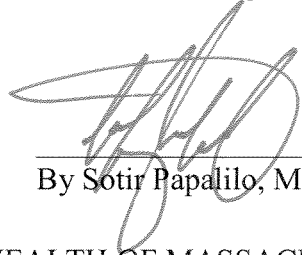
- (1) Craftsman Village Grafton, LLC  
P.O. Box 250  
Shrewsbury, Massachusetts 01545
- (2) Weston Development Group, Inc.  
P.O. Box 250  
Shrewsbury, MA 01545

All other terms and provisions of the Regulatory Agreement not changed or modified by this Amendment are hereby ratified and confirmed. Weston Development Group, Inc., for valuable consideration, the receipt and sufficiency of which is hereby acknowledged, hereby executes this

Amendment and by such execution agrees to be bound by all of the terms, covenants and agreements of the Project Sponsor contained in the Regulatory Agreement as amended.

Executed as a sealed instrument as of the 6<sup>th</sup> day of January, 2017.


Project Sponsor  
Craftsman Village-Grafton, LLC

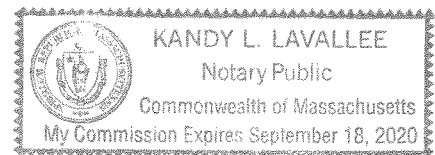
  
By Sotir Papalilo, Manager

COMMONWEALTH OF MASSACHUSETTS

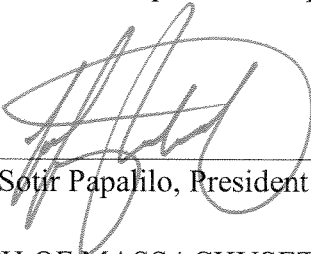
Worcester County, ss.

On this day of 2017, before me, the undersigned Notary Public, personally appeared the above-named Sotir Papalilo, proved to me through satisfactory evidence of identification, being a Massachusetts driver's license bearing a photographic image, to be the person whose name is stated above, and acknowledged the foregoing to be signed by him voluntarily for its stated purpose, as the duly-authorized Manager of Craftsman Village Grafton, LLC.

  
Notary Public  
My Commission Expires: Sept. 18, 2020  
Qualified in the Commonwealth of Massachusetts




Weston Development Group, Inc.

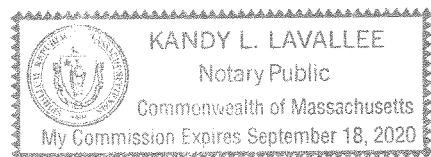
  
By Sotir Papalilo, President

COMMONWEALTH OF MASSACHUSETTS

Worcester County, ss.

On this day of, 2017, before me, the undersigned Notary Public, personally appeared the above-named Sotir Papalilo, proved to me through satisfactory evidence of identification, being a Massachusetts driver's license bearing a photographic image, to be the person whose name is signed above, and acknowledged the foregoing to be signed by him voluntarily for its stated purpose, as the duly-authorized President of Weston Development Group, Inc.

  
Notary Public  
My Commission Expires *Sept. 18, 2020*  
Qualified in the Commonwealth of Massachusetts



Department of Housing and Community  
Development

\_\_\_\_\_  
By:

COMMONWEALTH OF MASSACHUSETTS

SS.

On this day of 2016, before me, the undersigned Notary Public, personally appeared the above-named \_\_\_\_\_ proved to me through satisfactory evidence of identification, being a Massachusetts driver's license bearing a photographic image, to be the person whose name is signed above, and acknowledged the foregoing to be signed by him/her voluntarily for its stated purpose, as the duly-authorized

\_\_\_\_\_  
Notary Public

My Commission Expires:

Qualified in the Commonwealth of Massachusetts

Town of Grafton  
By Its Board of Selectmen

---

COMMONWEALTH OF MASSACHUSETTS

Worcester County, ss.

On this day of 2016, before me, the undersigned Notary Public, personally appeared the above-named \_\_\_\_\_ proved to me through satisfactory evidence of identification, being a Massachusetts driver's license bearing a photographic image, to be the person whose name is signed above, and acknowledged the foregoing to be signed by him voluntarily for its stated purpose, as the duly-authorized

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Notary Public  
My Commission Expires:  
Qualified in the Commonwealth of Massachusetts



## CHAPTER 90 – PROJECT REQUEST

8/2012

updated

**\*2 Original Signed Project Request Forms are to be submitted.**

**CONTRACT**

# 50813

Classification: \_\_\_\_\_

Primary Road: \_\_\_\_\_

Local Road: \_\_\_\_\_

City/Town: Grafton

Location(s): N/A

Length: \_\_\_\_\_ feet

Width: \_\_\_\_\_ feet

### **PROJECT TYPE**

Construction: ☐

Resurfacing: ☐

Engineering: ☐

Equipment: ☒

Other: \_\_\_\_\_

**TYPICAL SECTION DETAILS:** Indicate depths, special treatments, etc... Also please include sketch for Construction/Improvement Projects.

Surface: \_\_\_\_\_

Base Course: \_\_\_\_\_

Foundation: \_\_\_\_\_

Shoulders/Sidewalks: \_\_\_\_\_

### **SCOPE OF WORK:**

Purchase of 2016 CAT 930M Loader through State Contract VEH93

### **WORK TO BE DONE:**

Force Account: ☐

Advertised Contract: ☒

Other: \_\_\_\_\_

Estimated Cost (Please attach estimate and list funding source(s)): \$ 159,390.00

**\*\*These funds will pay 100% of Local Road Project costs to the limit of this assignment\*\***

### **CERTIFICATION**

The design, engineering, construction, and future performance of the project, including maintenance, is the responsibility of the Municipality. The proposed work will conform to recognized engineering and construction methods. I/We hereby certify under penalty of perjury the following: that the project is on a public way, and any necessary takings have been made; that all materials will comply with approved established specifications; that all weights and quantities will be accurate; that equipment rental rates are those established by MassDOT Highway or the advertised low bid; that all documentation will be checked for accuracy, and will be endorsed in accordance with municipal procedures for accountability.

#### **Reviewed by:**

Signed: \_\_\_\_\_

State Aid Engineer

Date

Road Classification Verified: \_\_\_\_\_

Approved for \$ \_\_\_\_\_ @ 100%

District Highway Director

Date

Signed: \_\_\_\_\_

Brian Szydlowski

Engineer

Highway Official's Title

2/2/17

Date

Accounting Official's Title

Date

Date

Duly Authorized Municipal Officials

# Milton

**Massachusetts & RI Locations:**

100 Quarry Dr.  
Milford, Ma. 01757

84 Concord St.  
N. Reading, Ma. 01864

14 Kendrick Rd., Rte 28  
Wareham, Ma. 02571

2158 Plainfield Pike  
Cranston, RI. 02920

**Southworth-Milton, Inc.**

**www.miltoncat.com**

## FY 2016 PURCHASE

**DATE:** February 2, 2017

**Town of Grafton DPW**

27 Upton St.

Grafton, Ma.

**Dave Crouse**

**State Contract:** VEH93

Qty	Description	List Price	State Contract Price
1	<b>New 2016 CAT 930M Loader</b> Deluxe Cab with Heat and AC, AM/FM Bluetooth Radio Ride Control, Front Differential Lock, Cold Weather Package Heavy Counterweight, Titan MXL tires Fusion Quick Coupler with 3rd Valve Hydraulics 3.2 yd General Purpose Bucket with BOCE, 2 Extra Front and 2 Extra Rear LED flood lights Rear View Camera integrated into display	\$ 255,860.00	\$ 146,490.00
Options:			
1	12 foot Power Angle Plow		\$ 12,900.00

**Total State Contract Delivered Price: \$ 159,390.00**

**Tom Benedetti Jr**

*Governmental and State Sales*

**Mobile Phone: 774-258-1636**

**Fax: 774-907-3062**

**tom\_benedetti@miltoncat.com**

## CHAPTER 90 – PROJECT REQUEST

8/2012

updated

**\*2 Original Signed Project Request Forms are to be submitted.**

**CONTRACT**

# 50813

Classification: \_\_\_\_\_

Primary Road: \_\_\_\_\_

Local Road: \_\_\_\_\_

City/Town: Grafton

Location(s): N/A

Length: \_\_\_\_\_ feet

Width: \_\_\_\_\_ feet

### PROJECT TYPE

Construction: ☐

Resurfacing: ☐

Engineering: ☐

Equipment: ☒

Other: \_\_\_\_\_

**TYPICAL SECTION DETAILS:** Indicate depths, special treatments, etc... Also please include sketch for Construction/Improvement Projects.

Surface: \_\_\_\_\_

Base Course: \_\_\_\_\_

Foundation: \_\_\_\_\_

Shoulders/Sidewalks: \_\_\_\_\_

### SCOPE OF WORK:

Purchase of a Mack MP7-325M with dump body/material spreader and plow

### WORK TO BE DONE:

Force Account: ☐

Advertised Contract: ☒

Other: \_\_\_\_\_

Estimated Cost (Please attach estimate and list funding source(s)): \$ 225,000.00

\*\*These funds will pay 100% of Local Road Project costs to the limit of this assignment\*\*

### CERTIFICATION

The design, engineering, construction, and future performance of the project, including maintenance, is the responsibility of the Municipality. The proposed work will conform to recognized engineering and construction methods. I/We hereby certify under penalty of perjury the following: that the project is on a public way, and any necessary takings have been made; that all materials will comply with approved established specifications; that all weights and quantities will be accurate; that equipment rental rates are those established by MassDOT Highway or the advertised low bid; that all documentation will be checked for accuracy, and will be endorsed in accordance with municipal procedures for accountability.

#### Reviewed by:

Signed: \_\_\_\_\_

State Aid Engineer

Date

Road Classification Verified: \_\_\_\_\_

Approved for \$ \_\_\_\_\_ @ 100%

District Highway Director

Date

#### Signed:

Brian Szabo

Engineer

Highway Official's Title

2/3/17

Date

Accounting Official's Title

Date

Date

Duly Authorized Municipal Officials



## CHASSIS SPECIFICATIONS SUMMARY

August 26, 2016

### 2017 MACK GU712

DUMP ..... Inner City  
STRAIGHT TRUCK WITHOUT TRAILER

Engine	MACK MP7-325M 325HP	Transmission	3000-RDS-6
		Clutch	OMIT CLUTCH
Front Axle	18,000# FXL18	Rear Axle	30,000# S30-190 Ratio 5.38
Suspension	18,000#	Suspension	30,000# MULTILEAF
Tires	Front: 315/80R22.5 Rear: 12R22.5	Wheels	22.5x9.0 STEEL DISC (10-HOLE) 22.5x8.25 STEEL DISC (10 HOLE)
Ratings	GVW: 45,120#	Fuel Tanks	LH: 72gal
Fifth Wheel		Sleeper	

### PRICING SUMMARY

***SELLING PRICE (Excluding Taxes/Fees/Trade)***	<u>Total Price</u>
Surcharge	\$213,719.90
Net FRET or Canadian GST Taxes	\$0.00
Tire Tax Credit (Municipal Only)	\$0.00
Sales/Usage Taxes	(\$269.90)
License/Title/Etc.	\$0.00
Misc Fees	
Trade	\$0.00
***ACQUISITION COST (Include Trade if applies)***	\$213,450.00
Less Down Payment	
BALANCE DUE Per Unit	\$213,450.00
PRICE (Total Order)	\$213,450.00
BALANCE DUE (Total Order)	\$213,450.00

Add 5% of 2018 Model Year  
 $\$213,450 \times 1.05 = \$224,122.50$

Say \$225,000.00

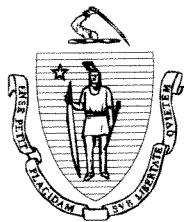
" Quote Based on 2017 Model Year Factory Order"  
" Price includes Madigan Dump and Equipment \$97,850"  
Add: \$250 for SS Allison Cooler Lines  
Add: \$378 for Aluminum Air Reservoirs

" BUILT LIKE A MACK TRUCK "

Total Quantity: 1      Estimated Total Weight: 14,734#      Reference#: AIH1093117A

X \_\_\_\_\_  
Prepared For:      Customer Signature      Date  
Town Of Grafton  
30 Providence Rd  
Grafton, MA 01519  
Phone: 508-839-8331  
Fax: -

X \_\_\_\_\_  
Presented By:      Dealer Signature      Date  
woody healey  
BALLARD TRUCK CENTER  
WORCESTER, MASSACHUSETTS 01604  
508-753-1403  
whealey@ballardtrucks.com



Commonwealth of Massachusetts  
**DEPARTMENT OF HOUSING &  
COMMUNITY DEVELOPMENT**

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Chrystal Komegay, Undersecretary

January 19, 2017

Ms. Jennifer Thomas, Chairman  
Board of Selectmen  
The Town of Grafton  
30 Providence Road  
Grafton, MA 01519



Re: LIP Resale Right of First Refusal – 49 Flint Pond Road, Grafton

Dear Ms. Thomas:

This is to inform you that in accordance with the terms of the Local Initiative Program (LIP) Affordable Housing Deed Rider, Jaclyn Cohen submitted a notice of intent to DHCD to sell her LIP unit, located at 49 Flint Pond Road, on December 28, 2016. Since the Town has 90 days from the notice of intent to purchase the property.

Based on the formula in the deed rider, the new sales price was calculated at \$154,618. However, since DHCD never requires an owner to accept less than the original purchase price, the sales price will remain at \$155,000. In accordance with the Deed Rider, a 2% resale fee will be added to the purchase price.

DHCD has retained MCO Housing Services, an experienced affordable housing resale agent, to find an eligible purchaser. If, no eligible purchaser is identified after 90 days or April 19, 2017, the agent may market to an “ineligible purchaser” with the deed restriction.

If you have any questions, please feel free to contact me at 617-573-1426.

Sincerely,

Rieko Hayashi  
LIP/HOP Coordinator

Ann V. Morgan, Planning Department



## Grafton Affordable Housing Trust

c/o Planning Department  
Grafton Memorial Municipal Center  
30 Providence Road  
Grafton, MA 01519

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### MEMORANDUM

TO:..... Jennifer Thomas, Chairwoman  
Board of Selectmen

FROM: ..... Ann Morgan, Assistant Planner

DATE ..... February 3, 2017

SUBJECT ..... 49 Flint Pond Drive

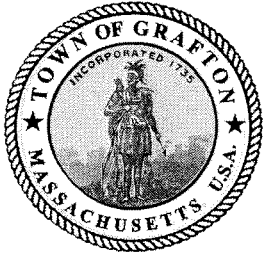
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I have spoken with Dan Crossin, Chairman of the Affordable Housing Trust, regarding the resale of the affordable unit at 49 Flint Pond Drive. The Trust does not meet again until February 8th which is beyond DHCD's timeline to provide them with an answer regarding the resale of this unit. Given this time constraint the Chairman has opted to forward this correspondence to you based on past practice regarding these requests.

It is the Trust's understanding that the Board of Selectmen are required to respond to DHCD regarding the Town's option to exercise its Right of First Refusal on the resale of this unit.

Over the past seven years the Trust has consistently and unanimously voted to recommend that the Town refuse the option to purchase the unit or assist the property owners in locating an eligible buyer thereby requiring DHCD to proceed with assisting the owner.

Please contact me if you have any questions.



OFFICE OF THE  
TOWN ADMINISTRATOR

30 Providence Road

Grafton, MA 01519

(508) 839-5335

Assistant to the Town Administrator: *Rebecca Meekins* 

meekinsr@grafton-ma.gov

www.grafton-ma.gov

---

TO: Board of Selectmen

DATE: February 7, 2017

RE: Administrative Assistant to the BOS Position - Update

As a follow-up to your last regular Board meeting, the discussion regarding the title of Operations Manager has prompted additional research and thought on my behalf. I have looked around at other communities close to and similar to Grafton to see which titles in those communities closely align with my duties here in Grafton. I would like to propose to the Board that my title be: Assistant to the Town Administrator. I feel that this title is the most recognizable in the local government field in Massachusetts and it will better define work that I am doing on a daily basis in the Town Administrator's Office. The inspiration for this title comes from the Town of Shrewsbury, where Tom Gregory served as the Assistant to the Town Manager under Dan Morgado and then transitioned into the Assistant Town Manager position in Walpole.

Just as before, all of the duties associated with the Administrative Assistant to the Board of Selectmen position would remain the same. In order to alleviate some of the stress associated with Doug's departure, I will also be assuming some of his duties under the Assistant Town Administrator position. I want to be clear that this does not offer a pay increase for my position. My duties are increasing but my pay will remain the same, and I will be afforded the opportunity to be mentored by Tim. To that effect, this is an extremely cost effective solution for the town in dealing with the temporary vacancy of the Assistant Town Administrator position.

I hope that you will support this title change and continue to work with me as both the Administrative Assistant to the Board of Selectmen and the Assistant to the Town Administrator.